

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

**MINUTES
CENTRAL FLORIDA EXPRESSWAY AUTHORITY
AUDIT COMMITTEE MEETING
October 30, 2019**

**Location: Central Florida Expressway Authority
4974 ORL Tower Road
Orlando, FL 32807
Pelican Conference Room 107**

Committee Members Present:

Kristy Mullane, Lake County Representative, Chairman
Brian Battles, City of Orlando Representative
Lorie Bailey Brown, Seminole County Representative
Kaye Dover, Osceola County Representative
Randy Singh, Orange County Representative
Kathy Wall, Brevard County Representative

Also Present:

Laura Kelley, Executive Director
Lisa Lumbar, Chief Financial Officer
Woody Rodriguez, General Counsel
Rita Moore, Recording Secretary/Executive Assistant
Jeff Tecau, Protiviti
Teresa Mallary, Protiviti
Chris Porter, Protiviti
David Taylor, Protiviti
Joel Knopp, MSL

A. CALL TO ORDER

The meeting was called to order at approximately 10:32 a.m. by Chairman Mullane.

Lorie Bailey Brown, Seminole County Representative and Kathy Wall, Brevard County Representative were welcomed to the Audit Committee.

All others in attendance introduced themselves.

B. PUBLIC COMMENT

There was no public comment.

C. APPROVAL OF THE JUNE 20, 2019 MINUTES

The question was raised on the procedure of voting to approve minutes if a committee member was not present at the last meeting.

This item was deferred until after the External Audit Matters were presented in order to seek General Counsel's advisement regarding the voting procedure when a committee member was not present.

D. EXTERNAL AUDIT MATTERS

1. Review and Acceptance of Audit of Fiscal 2019 Financial Statements and Required Communications

Joel Knopp of Moore Stephens Lovelace, P.A. (MSL) presented FY 2019 Financial Statements and Single Audit Report.

A motion was made by Ms. Mullane and seconded by Ms. Dover to review and accept the Fiscal Year 2019 Financial Statements and Fiscal Year 2019 Single Audit Report. The motion carried unanimously with six (6) members present voting AYE by voice vote.

C. APPROVAL OF THE JUNE 20, 2019 MINUTES CONT.

Mr. Rodriguez, General Counsel, arrived at approximately 10:47 a.m.

Ms. Lumbard posed the question to Mr. Rodriguez regarding the procedure of voting to approve minutes if a committee member was not present at the last meeting.

Mr. Rodriguez advised that all committee members present vote regardless of attendance at the last committee meeting.

A motion was made by Ms. Mullane and seconded by Mr. Singh to approve the June 20, 2019 minutes as presented. The motion carried unanimously with six (6) members present voting AYE by voice vote.

E. INTERNAL AUDIT MATTERS

1. Status Update: Fiscal 2020 Internal Audit Plan

Jeff Tecau of Protiviti summarized the progress of the Fiscal Year 2020 Internal Audit Plan. Mr. Tecau informed the Committee that Fiscal Year 2020 Internal Audit is on schedule and budget.

(This item was presented for information only. No formal committee action was taken.)

2. Review and Acceptance of Internal Audit Reports – (Action Items)

a. Fiscal 2019 IT Project Management Review

Chris Porter of Protiviti presented the IT Project Management report and identified four important opportunities for process improvement: Framework, Intake Process, Portfolio Management, and Resource Planning.

A discussion was had about who determines the approval of the IT projects. Mr. Greer indicated that projects above a certain dollar amount are approved at the CFX executive level

A motion was made by Mr. Singh and seconded by Mr. Battles to accept the Fiscal 2019 IT Project Management Review report as presented. The motion carried unanimously with six (6) members present voting AYE by voice vote.

b. Fiscal 2019 Tolling System Replacement – LENS Access Control Review

David Taylor of Protiviti presented the Fiscal 2019 Tolling System Replacement – LENS Access Control Review with two findings regarding user access and passwords. There were no questions from the committee.

A motion was made by Mr. Singh and seconded by Ms. Dover to accept the Fiscal 2019 Tolling System Replacement – LENS Access Control Review as presented. The motion carried unanimously with six (6) members present voting AYE by voice vote.

c. Fiscal 2020 Prior Audit Recommendations: Semi-Annual Follow-Up

Teresa Mallary of Protiviti presented the Fiscal 2020 Prior Audit Recommendations: Semi-Annual Follow-Up report indicating 3 past due items: 2017 Change Management Tolling System Replacement Audit, 2018 Pay by Plate Audit, and 2019 Accounting and Financials Controls Audit.

A discussion was had about the process for revising due dates. It was determined that due dates get revised most often due to system changes.

A motion was made by Mr. Battles and seconded by Ms. Dover to accept the Fiscal 2020 Prior Audit Recommendations: Semi-Annual Follow-Up report as presented. The motion carried unanimously with six (6) members present voting AYE by voice vote.

3. Upcoming Internal Audits

a. Fiscal 2020 Procurement and Contract Audit Selections

Teresa Mallary of Protiviti informed the committee that two (2) contracts were identified for Audit (Egis Inc. and Transcore).

A question was raised about the amounts of the contracts and why they were identified.

Committee Members agreed that the indicated two contracts were appropriate.

(This item was presented for information only. No formal committee action was taken.)

F. OTHER BUSINESS

1. Legal Update: Adoption of Public Comment Procedures

Mr. Rodriguez recommended that the Committee incorporate by reference section 1-1.011 of the Rules of Procedures for Board Meetings Policy pertaining to Public Comment.

A motion was made by Ms. Mullane and seconded by Ms. Dover to approve the adoption of section 1-1.011 of the Rules of Procedures for Board Meetings Policy pertaining to Public Comment. The motion carried unanimously with six (6) members present voting AYE by voice vote.

G. ADJOURNMENT

Chairman Mullane adjourned the meeting at approximately 11:38 a.m.

Minutes approved on _____, 2019.

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